Job Posting Quick Start Guide

The following guide will walk you through the process of creating a basic job post and hiring applicants.

- To post a new job, on the Hiring site, select the **Post New Job** on the main page under **Jobs**.
- Enter the job information, including the job title, the job description, address information, information about the opening, compensation, and select an application form (if desired).
- 3. Select **Save & Continue to Step 2** on the lower right.
- On the page that comes up, create any pre-screening questions you would like to ask applicants, and specify how you would like applicants to answer. Then select Save & Continue to Step 3.



	Step 1 of
Job Tite"	
Assistant Manager	
Fig. Reach more candidates by writing a jub the without descriptions (b.g. Yours Associate' not "Sales Associate Neodes for Pharmaceurical Os.")	
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English Mesonal () Spanish Canadian French	
2- B / U & A - 9 E al E- Tt- en Use a template	
0 Address Information	
2 Address Information 	
0 Address Information 	

dd Pre-Screening Questions	Step 2 of 3
Would you like to add pre-screening questions?	
Pre screaming questions are used by 92% of employers	
Meetify the bast candidates quickly Ouestions are presented after applicants have submitted their resume	
Select a sample question or Write a new question:	
Example: What makes you stand out from other candidates?	
Have applicants reply using:	
Video (via Webcam)	
Audio (via Phone)	
Winten Answer	
Multiple Choice	
Save Question	
(Save Question)	

Heartland

 On the third and final page, review your Job Post, and if you are ready, select Publish this Job Post.

AddPadings: J. Port.Am. J. Pre-sourcing Gaustion: J. Confern July Post	
Job Post Summary	Stop 3 of 3
You're almost donel	
Anara yar jin pot neo li N Malan avin rangem.	
Job Title:	0
Apsiziant Monoger	
Job Description:	
vite are looking for a socied Austrance Manager who can handle multiple tasks.	
Add Information:	
And be confirm. The is a warm for more Managery Andromotories HIC Company Cold Protoco	
Pre-screening Guestions:	0
Yes, have not entered any pre-screwing questions.	
	Publich This Job Pirel

- 6. You will be directed to The Job page, where you can see the newly posted job along with any other positions you have posted. Here you will find a number of actions, including the ability to Preview the job, Edit it, Copy it, Assign, or Close it. You may also choose various job boards where you can post the position.
- Once you start receiving applicants, they will appear on this page. To view details about an applicant, select their name. Here you can manage their application, by changing their status to Promising, Maybe, Offer, Hired, or Onboarding.

Applicant Tracker	Bulk Action Trilter	JS News	s	
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		Personal Information		
		First Name	35	
		Last Name	News	
		Phone	(5553555-5555	

If you select **Offer**, you will be able to select one of your customized offer letters to send it to the person. When the applicant is hired, change their status to **Hired** and this system will provide an option to send an onboarding package.

Applicant Tracker	Job Actions				
Assistant Manager Remote Q. Applicant Search	Q Preview Job	Edit Job	Copy Job	Assign Job	(X) Close Job
New Promising Maybe O Offer Hind Declined No applicants found.	Premium job boards Findeed Soonsey your job on indeed to attract top talent for this position. Connect your indeed account to get started.				Connect
	Treatment Reach 23 million MORE candidates! Get seen on Monster.com, Monster's mobile app, Beknown (Monsters Facebook app) and 1,000's of newspaper and affiliate sites—in one click!				S11 Original S0 Post Now Existing Manua Customer? Cli He
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